

Managing Employee Teleworker Data Overview

The **Maintain Teleworkers** page is used to track the number of telework days and dates approved on employee telework agreements. This page is used by DHRM to report required teleworking statistics. Only VPA covered (classified) employees with an approved telework agreement are required to be entered on the **Maintain Teleworkers** page. However, Agencies can enter agreement details for other employees including hourly/wage, as optional. If an employee's telework eligibility is not indicated on the **Maintain Teleworkers** page, it is assumed they are not teleworking or are teleworking less than one day per week. The report that DHRM runs for "official" reporting only pulls VPA covered employees.

Before recording the employee's telework status and agreement details, the Agency HR administrator should verify and/or update the following if the employee will be teleworking:

- The **Available for Telework** field = "Yes" on the employee's position
- The **Employee Eligible for Telework?** field = "Employee Eligible for Telework" on the employee's job record. This field is located on the **Employment Information** page

Note: These values are required on the position and in job data in order to save the record on the **Maintain Teleworkers** page.

When adding the employee's telework agreement details to the **Maintain Teleworkers** page, the **Approved Telework Day per Week** field and both the **Start Date** and **End Date** fields are required. If a new telework agreement is authorized before the previous one ended, the previous end date will need to be adjusted so that the agreements are not overlapping before adding the new agreement dates. Adjustments can be made without entering a new row and does not require submitting a helpdesk (VCCC) ticket.

Note: A position can be available for telework, but the employee may be ineligible for telework (e.g. low performance evaluation or a written notice). In cases where the employee was eligible for telework and later deemed ineligible, update the agreement on the **Maintain Teleworkers** page first for the employee, then update the employee as ineligible for telework on their job record on the **Employment Information** page.

Note: Employees who have been approved to work remotely during emergency situations or for stand-by situations will not be tracked on the **Maintain Teleworkers** page.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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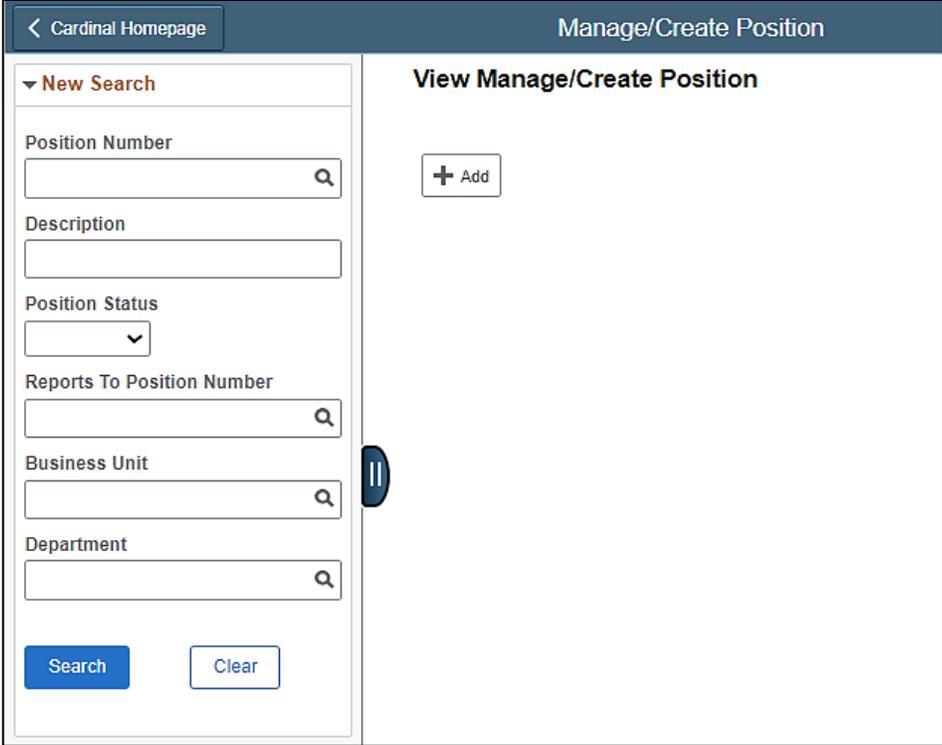


Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1; Section 5 , after Steps 1 and 7). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Verifying that the Position is Available for Telework

Prior to adding a Telework Agreement, first verify that the applicable employee's position is available for Telework.

Step	Action
1.	Navigate to the Modify a Person page using the following path: NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position
	<p>The View Manage/Create Position Search page displays.</p> 
2.	Enter the applicable employee's Position Number in the Position Number field. 



Step	Action
3.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #0056b3; color: white; border-radius: 3px;">Search</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e6e6fa; border-radius: 3px;">Clear</div> </div> </div>

The **View Manage/Create Position** page refreshes and the search results display.

New Search

Position Number
CJS00193

Description

Position Status

Reports To Position Number

Business Unit

Department

View Manage/Create Position

1 results found. Chart No

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
CJS00193	Regulatory & Program Coord.	CJS00302	14000	CJS	10530	Active	19212	1/1

4.	Click anywhere in the corresponding row to select the position. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 5px;"><input type="button" value="+ Add"/></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Position Number</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Reports To</th> <th style="width: 10%;">Business Unit</th> <th style="width: 10%;">Company</th> <th style="width: 10%;">Department</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Job Code</th> <th style="width: 10%;">Current Head Count</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>CJS00193</td> <td>Regulatory & Program Coord.</td> <td>CJS00302</td> <td>14000</td> <td>CJS</td> <td>10530</td> <td>Active</td> <td>19212</td> <td>1/1</td> </tr> </tbody> </table> </div>	Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count	CJS00193	Regulatory & Program Coord.	CJS00302	14000	CJS	10530	Active	19212	1/1
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CJS00193	Regulatory & Program Coord.	CJS00302	14000	CJS	10530	Active	19212	1/1											

The **Position Details** page displays.

Position Number CJS00193

Headcount Status Filled

Current Head Count 1 of 1

4 rows

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
02/10/2023	0	Reports To/Supv Change	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain <input type="button" value=">"/>
12/25/2022	0	Position Data Update	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain <input type="button" value=">"/>
10/10/2022	0	Reports To/Supv Change	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain <input type="button" value=">"/>
01/01/1901	0	New Position	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain <input type="button" value=">"/>



Human Resources Job Aid

HR351_ Managing Employee Teleworker Data

Step	Action																																													
5.	<p>Click the Expand icon (>) at the end of the row for view only pages of the position.</p> <p>Note: If there are multiple rows, click the Expand icon (>) for the most current effective dated row, which is usually the top row.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Position Number CJS00193 Headcount Status Filled Current Head Count 1 of 1 Clone</p> <hr/> <p style="text-align: right;">4 rows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Effective Date</th> <th style="width: 10%;">Effective Sequence</th> <th style="width: 15%;">Reason</th> <th style="width: 15%;">Business Unit</th> <th style="width: 15%;">Department</th> <th style="width: 10%;">Job Code</th> <th style="width: 10%;">Location</th> <th style="width: 10%;">Status</th> <th style="width: 15%;">Approval Chain</th> </tr> </thead> <tbody> <tr> <td>02/10/2023</td> <td>0</td> <td>Reports To/Supv Change</td> <td>Dept of Criminal Justice Svcs</td> <td>Stds, Policy and Homeland Sec</td> <td>Prog Admin Specialist II</td> <td>Washington Building</td> <td>Approved</td> <td>Approval Chain ></td> </tr> <tr> <td>12/25/2022</td> <td>0</td> <td>Position Data Update</td> <td>Dept of Criminal Justice Svcs</td> <td>Stds, Policy and Homeland Sec</td> <td>Prog Admin Specialist II</td> <td>Washington Building</td> <td>Approved</td> <td>Approval Chain ></td> </tr> <tr> <td>10/10/2022</td> <td>0</td> <td>Reports To/Supv Change</td> <td>Dept of Criminal Justice Svcs</td> <td>Stds, Policy and Homeland Sec</td> <td>Prog Admin Specialist II</td> <td>Washington Building</td> <td>Approved</td> <td>Approval Chain ></td> </tr> <tr> <td>01/01/1901</td> <td>0</td> <td>New Position</td> <td>Dept of Criminal Justice Svcs</td> <td>Stds, Policy and Homeland Sec</td> <td>Prog Admin Specialist II</td> <td>Washington Building</td> <td>Approved</td> <td>Approval Chain ></td> </tr> </tbody> </table> </div>	Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain	02/10/2023	0	Reports To/Supv Change	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain >	12/25/2022	0	Position Data Update	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain >	10/10/2022	0	Reports To/Supv Change	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain >	01/01/1901	0	New Position	Dept of Criminal Justice Svcs	Stds, Policy and Homeland Sec	Prog Admin Specialist II	Washington Building	Approved	Approval Chain >
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The **View Position** page displays.

Position Number CJS00193
Headcount Status Filled
Current Head Count 1 of 1

Effective Date 02/10/2023	Review Date
Effective Sequence 0	Position Months 12.00
Reason RTC Reports To/Supv Change	Stmnt of Economic Interest Reqd No
Approval Status Approved	VPA Covered Yes

Position Information

Position Status Approved	Max Head Count 1
Status Active	Status Date 09/21/2022
Action Date 03/12/2023	SOC Code / Extension 21-1099
Key Position No	Job Sharing Permitted No
Budgeted Position Yes	Available for Telework Yes
Confidential Position No	EEO-4 Job Category Professionals
Alternate Work Schedule Yes	Workers' Comp Code 8810

Job Information

Business Unit 14000 Dept of Criminal Justice Svcs	Manager Level All Other Positions
Job Code 19212 Prog Admin Specialist II	Full/Part Time Full-Time
Regular/Temporary Regular	Union Code
Regular Shift Not Applicable	Short Title 19212
Title Regulatory & Program Coord.	Description Program Administration Specialist II

Work Location

Reg Region USA	United States	Company CJS	Dept of Criminal Justice Svcs
Department 10530	Stds, Policy and Homeland Sec	Dot-Line	
Location CENT1	Washington Building	Security Clearance	



Step	Action																												
6.	<p>Within the Position Information section, verify that the Available for Telework field displays a value of “Yes”.</p> <p>Note: If this field displays a value of “No” and the position has been approved for telework, return to the Position Details page to add a new effective dated row and update the field to “Yes”. The effective date of the update should equal the date the position was approved for telework. For more information on updating position data, please see the Job Aid titled HR351_Managing Position Data located on the Cardinal website in Job Aids under Learning.</p> <div data-bbox="292 630 1323 924" style="border: 1px solid black; padding: 5px;"> <p>Position Information</p> <table border="0"> <tr> <td>Position Status</td> <td>Approved</td> <td>Max Head Count</td> <td>1</td> </tr> <tr> <td>Status</td> <td>Active</td> <td>Status Date</td> <td>09/21/2022</td> </tr> <tr> <td>Action Date</td> <td>03/12/2023</td> <td>SOC Code / Extension</td> <td>21-1099</td> </tr> <tr> <td>Key Position</td> <td>No</td> <td>Job Sharing Permitted</td> <td>No</td> </tr> <tr> <td>Budgeted Position</td> <td>Yes</td> <td>Available for Telework</td> <td>Yes</td> </tr> <tr> <td>Confidential Position</td> <td>No</td> <td>EEO-4 Job Category</td> <td>Professionals</td> </tr> <tr> <td>Alternate Work Schedule</td> <td>Yes</td> <td>Workers' Comp Code</td> <td>8810</td> </tr> </table> </div>	Position Status	Approved	Max Head Count	1	Status	Active	Status Date	09/21/2022	Action Date	03/12/2023	SOC Code / Extension	21-1099	Key Position	No	Job Sharing Permitted	No	Budgeted Position	Yes	Available for Telework	Yes	Confidential Position	No	EEO-4 Job Category	Professionals	Alternate Work Schedule	Yes	Workers' Comp Code	8810
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Alternate Work Schedule	Yes	Workers' Comp Code	8810																										

Verifying that the Employee is Available for Telework

After verifying that the applicable employee's position is available for Telework, next verify that the employee is eligible for Telework.

Step	Action
1.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Job Information > Job Data
<p>The Job Data Find an Existing Value page displays.</p> <div data-bbox="196 653 1442 1377" style="border: 1px solid black; padding: 10px;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches ▼ ✎</p> <p>🔖 Saved Searches Choose from saved searches ▼ ✎</p> </div> <p>Empl ID begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Empl Record = ▼ <input style="width: 100px;" type="text"/></p> <p>Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Last Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Second Last Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Alternate Character Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>Middle Name begins with ▼ <input style="width: 100px;" type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="274 1686 976 1766" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Empl ID begins with ▼ </p> </div>

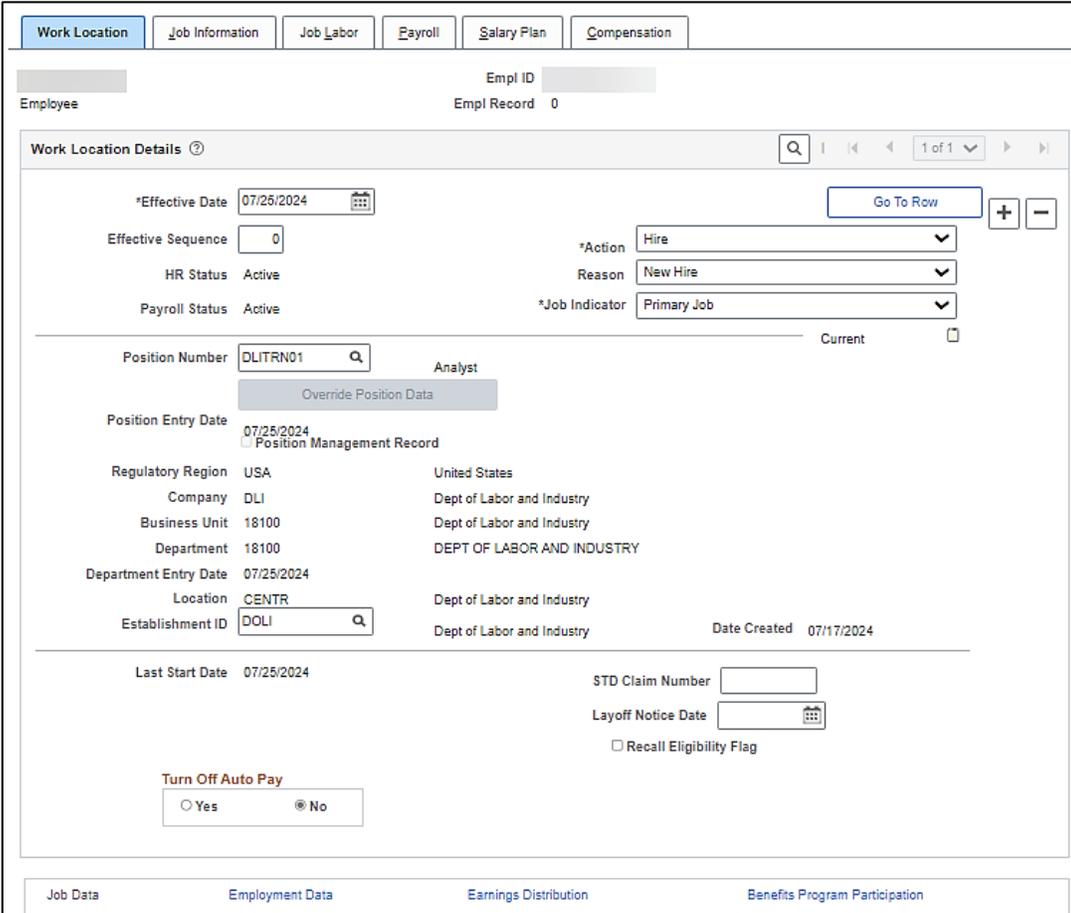


Human Resources Job Aid

HR351_ Managing Employee Teleworker Data

Step	Action
3.	Click the Include History checkbox. 
4.	Click the Search button. 

The **Job Data** page for the employee displays (**Work Location** tab).



The screenshot shows the 'Work Location' tab selected in a navigation bar. Below the navigation bar, there are tabs for 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area displays employee details for 'Empl ID' and 'Empl Record 0'. The 'Work Location Details' section includes fields for Effective Date (07/25/2024), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Hire), Reason (New Hire), and Job Indicator (Primary Job). Below this, there are fields for Position Number (DLITRN01), Position Entry Date (07/25/2024), Regulatory Region (USA), Company (DLI), Business Unit (18100), Department (18100), Department Entry Date (07/25/2024), Location (CENTR), and Establishment ID (DOLI). At the bottom, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'.

4.	Scroll to the bottom of the page as needed and click the Employment Data link. 
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Step	Action
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The **Employment Information** page displays.

Employment Information

Employee Empl ID

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	07/25/2024	<input type="checkbox"/> Override
Last Start Date	07/25/2024	First Start Date	07/25/2024	
Termination Date		Years	Months	Days
Org Instance Service Date	07/25/2024	<input type="checkbox"/> Override	↻	0 6 25

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	07/25/2024	First Assignment Start	07/25/2024
Assignment End Date			
Home/Host Classification	Home	Years	Months Days
Company Seniority Date	07/25/2024	<input type="checkbox"/> Override	↻ 0 6 25
Benefits Service Date	07/25/2024	<input type="checkbox"/> Override	↻ 0 6 25
Seniority Pay Calc Date	07/25/2024	<input type="checkbox"/> Override	↻ 0 6 25
VSDP Sick/PER Leave Effct Date	07/25/2024		↻ 0 6 25
Probation Date	<input type="text" value=""/>	Last Verification Date	<input type="text" value=""/>
Business Title	Analyst		
*Employee Eligible for Telework?	Employee Eligible for Telework v		Tenure Status/Contract Type v
Alternate Leave Plan	<input type="text" value=""/>		
	<input checked="" type="checkbox"/> Alternate Work Schedule		

5. Within the **Organizational Assignment Data** section, verify that the **Employee Eligible for Telework?** field displays a value of “Employee Eligible for Telework”. If this is correct, this process is complete. If it is not correct, proceed to Step 6.

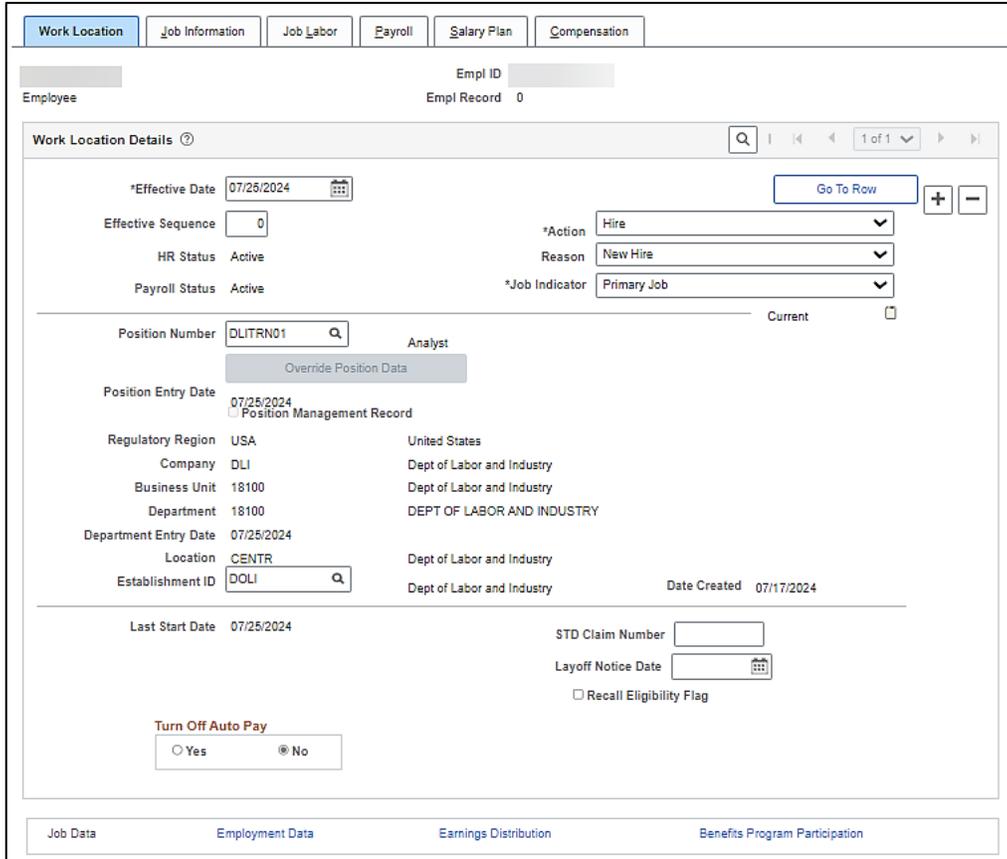
*Employee Eligible for Telework? Employee Eligible for Telework v

6. Scroll down to the bottom of the page as needed and click the **Job Data** link to return to the **Work Location** tab.

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Step	Action
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The **Work Location** tab redisplay.



7. Click the **Add a New Row** icon (+) to add a new effective dated row.



8. Click the **Effective Date Calendar** icon and select the applicable effective date. The effective date of the new row should equal the date the employee became eligible for telework.



9. Click the **Action** dropdown button and select "Data Change".





Step	Action
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10.	<p>Click the Reason dropdown button and select “Data Change”.</p> <div style="border: 1px solid black; padding: 5px;"> <p>*Action Data Change ▼</p> <p>Reason Data Change ▼</p> </div>
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11.	<p>Scroll to the bottom of the page as needed and click the Employment Data link.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Job Data Employment Data Earnings Distribution Benefits Program Participation </div>
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The **Employment Information** tab displays

Employment Information

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Organizational Instance ⓘ

Organizational Instance Rcd	0	Original Start Date	07/10/2024	<input type="checkbox"/> Override	
Last Start Date	07/10/2024	First Start Date	07/10/2024		
Termination Date		Years	Months	Days	
Org Instance Service Date	07/10/2024	<input type="checkbox"/> Override	0	7	9

Organizational Assignment Data ⓘ

Instance Record

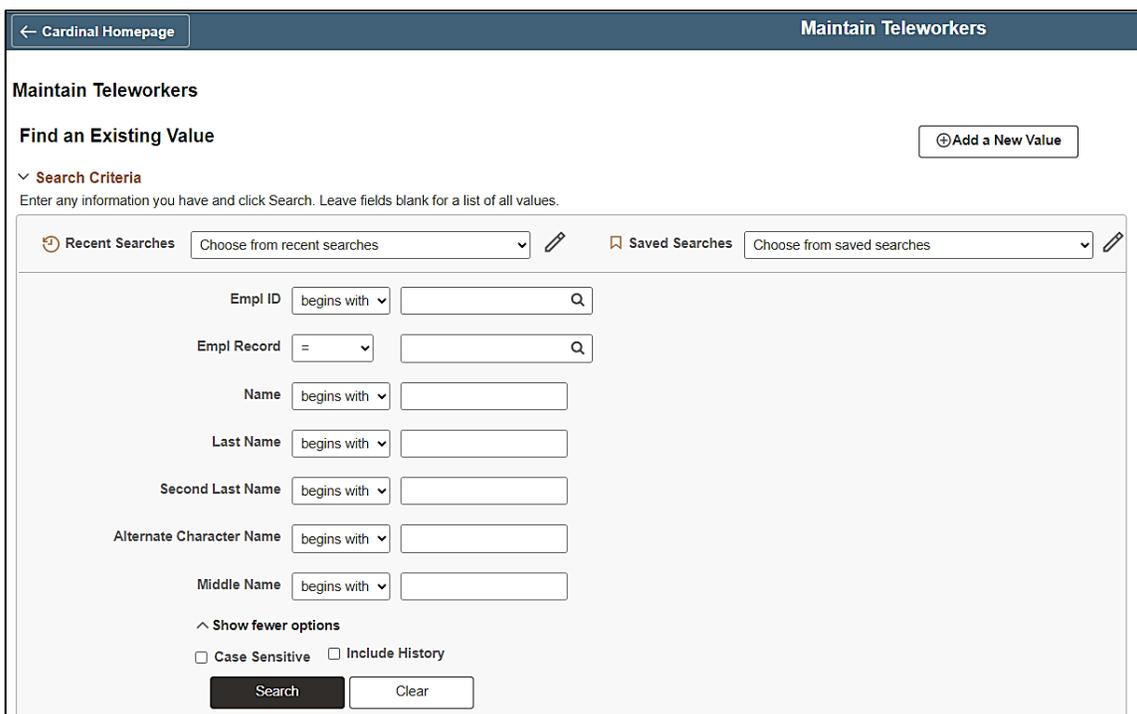
Last Assignment Start Date	07/10/2024	First Assignment Start	07/10/2024		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	Time Reporter Data
Company Seniority Date	07/10/2024	<input type="checkbox"/> Override	0	7	9
Benefits Service Date	07/10/2024	<input type="checkbox"/> Override	0	7	9
Seniority Pay Calc Date	07/10/2024	<input type="checkbox"/> Override	0	7	9
VSDP Sick/PER Leave Effct Date	07/10/2024		0	7	9
Probation Date	<input type="text"/>	Last Verification Date	<input type="text"/>		
Business Title	Analyst				
*Employee Eligible for Telework?	Employee Inelig for Telework ▼	Tenure Status/Contract Type	<input type="text"/>		
Alternate Leave Plan	<input type="text"/>	<input checked="" type="checkbox"/> Alternate Work Schedule			

12.	<p>Click the *Employee Eligible for Telework? dropdown button and select “Employee Eligible for Telework”.</p> <div style="border: 1px solid black; padding: 5px;"> <p>*Employee Eligible for Telework? Employee Eligible for Telework ▼</p> </div>
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13.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Save Return to Search Previous in List Next in List Notify Refresh </div>
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Adding a New Telework Agreement

Utilize the instructions in this section to add a Telework Agreement when one has not existed previously for the employee.

Step	Action
1.	<p>Navigate to the Person Organizational Summary page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers</p> <p>The Maintain Teleworkers Find an Existing Value page displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;">  </div>

Step	Action
	<p>The Maintain Teleworkers Add a New Value page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> ← Cardinal Homepage Maintain Teleworkers </div> <div style="padding: 5px 0;"> <p>Maintain Teleworkers</p> <p>Add a New Value Q Find an Existing Value</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Empl ID <input style="width: 80px;" type="text"/> Q</p> <p>*Employee Record <input style="width: 80px;" type="text"/> Q</p> <p style="text-align: left; margin-top: 10px;"><input type="button" value="Add"/></p> </div> </div> </div>
3.	<p>Enter the applicable employee's Employee ID in the Empl ID field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Empl ID <input style="border: 2px solid red; width: 100px;" type="text"/> Q</p> </div>
4.	<p>Enter the Employee Record number in the Empl Record field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>*Employee Record <input style="border: 2px solid red; width: 100px;" type="text"/> Q</p> </div>
5.	<p>Click the Add button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;"><input style="background-color: blue; color: white; border: 2px solid red; padding: 5px 15px;" type="button" value="Add"/></p> </div>

Step	Action
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The **Maintain Teleworkers** page displays for the applicable employee (**Telework Status** tab).

Telework Status

Employee
Empl ID
Empl Record 0

Job Information

Job Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework
Position Title	Analyst		
Full/Part Time	Full-Time		
Regular/Temporary	Restricted	Employee Eligible for Telework?	Employee Eligible for Telework

Telework Details

|
1 of 1
|
View All

*Start Date

*Approved Telework Days per Week

*End Date

Out of State

[Return to Search](#)

Save
Notify
Add
Update/Display
Include History

6. Validate that the **Position Eligible for Telework** checkbox option is selected.

Position Eligible for Telework

Employee Eligible for Telework? Employee Eligible for Telework

7. Validate that the **Employee is Eligible for Telework?** field displays a value of “Employee Eligible for Telework”.

Note: If either of the fields above are ineligible, do not proceed with adding the agreement details. Return to the appropriate section in this Job Aid to verify and update the position record or employee job data.

Position Eligible for Telework

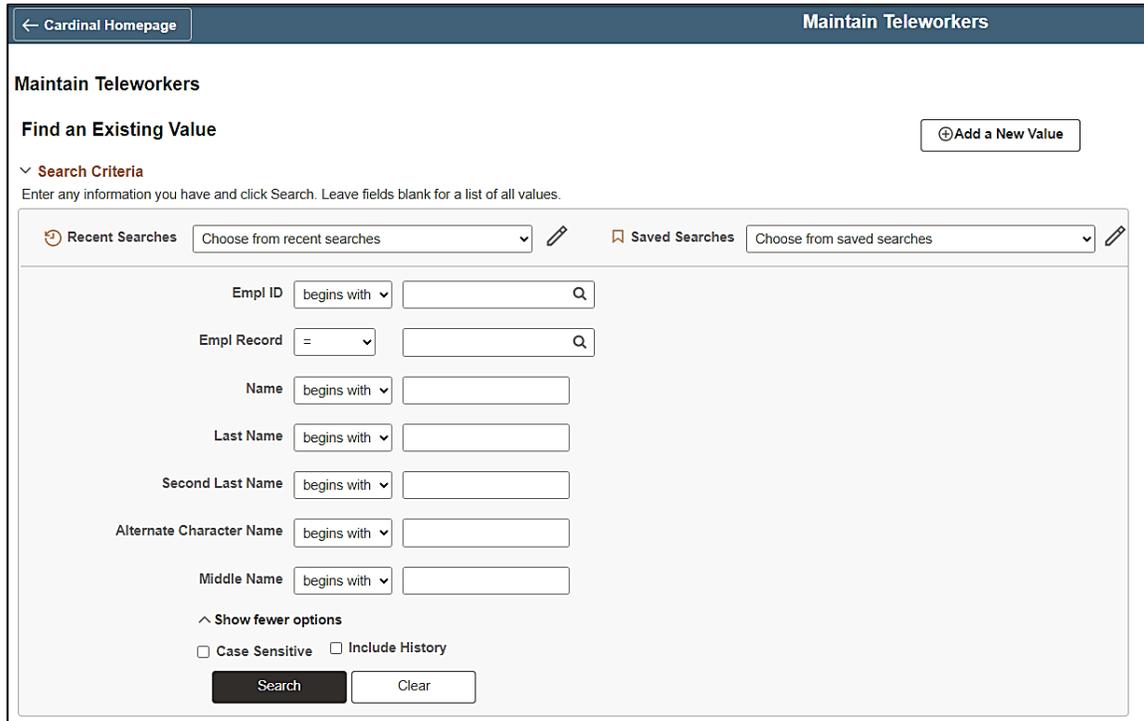
Employee Eligible for Telework? Employee Eligible for Telework

Step	Action
8.	<p>Click the Start Date Calendar icon and select the date that the employee is approved to begin teleworking as indicated on the telework agreement. This field must be completed to save the agreement.</p> 
9.	<p>Click the End Date Calendar icon and select the date the telework agreement will end. This field must be completed to save the agreement.</p> 
10.	<p>Enter the number of days the employee will be teleworking per week in the Approved Telework Days per Week field as indicated on the agreement. The field only allows values of “1” through “5”. This field must be completed to save the agreement.</p> 
11.	<p>If the employee has out of state residency and requires a telework agreement, select the Out of State checkbox option. Otherwise, do not select this checkbox option.</p> 
12.	<p>Click the Save button.</p> 

Updating an Active Telework Agreement

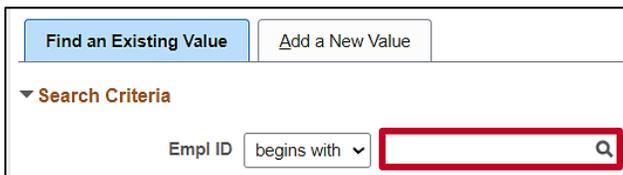
Step	Action
1.	Navigate to the Person Organizational Summary page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers

The **Maintain Teleworkers Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Enter the applicable employee’s Employee ID in the **Empl ID** field.



3. Enter the Employee Record in the **Empl Record**.



Step	Action																
4.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #333; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Clear</div> </div> </div>																
	<p>The Maintain Teleworkers page displays the employee's existing telework record (Telework Status tab).</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #e0e0e0; padding: 2px 5px; font-weight: bold; border: 1px solid #ccc;">Telework Status</div> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> Employee Empl ID Empl Record 0 </div> <div style="margin-top: 10px;"> <p>Job Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Job Title</td> <td>Analyst</td> <td style="width: 20%;"></td> <td style="width: 20%;"><input checked="" type="checkbox"/> Position Eligible for Telework</td> </tr> <tr> <td>Position Title</td> <td>Analyst</td> <td></td> <td></td> </tr> <tr> <td>Full/Part Time</td> <td>Full-Time</td> <td></td> <td></td> </tr> <tr> <td>Regular/Temporary</td> <td>Restricted</td> <td>Employee Eligible for Telework?</td> <td>Employee Eligible for Telework</td> </tr> </table> </div> <div style="margin-top: 10px;"> <p>Telework Details</p> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> Search 1 of 1 View All </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>*Start Date <input type="text" value="02/19/2024"/> </div> <div>*End Date <input type="text" value="02/19/2025"/> </div> <div style="text-align: right;">+ -</div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>*Approved Telework Days per Week <input type="text" value="2"/></div> <div><input type="checkbox"/> Out of State</div> </div> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between; font-size: x-small;"> <div> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> </div> <div> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> </div> </div> </div> </div>	Job Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework	Position Title	Analyst			Full/Part Time	Full-Time			Regular/Temporary	Restricted	Employee Eligible for Telework?	Employee Eligible for Telework
Job Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework														
Position Title	Analyst																
Full/Part Time	Full-Time																
Regular/Temporary	Restricted	Employee Eligible for Telework?	Employee Eligible for Telework														
5.	<p>Click the End Date Calendar icon and select the applicable date (one day prior to the new agreement start date).</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div>*Start Date <input type="text" value="02/19/2024"/> </div> <div>*End Date <input style="border: 2px solid red;" type="text" value="02/18/2025"/> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>*Approved Telework Days per Week <input type="text" value="2"/></div> <div><input type="checkbox"/> Out of State</div> </div> </div> </div>																
	<p>Telework agreement dates cannot overlap. Update the existing agreement End Date to the day before the new agreement start date.</p>																

Step	Action																
6.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Save Return to Search Notify </div>																
<p>The Maintain Telework page refreshes with the updated end date.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Telework Status Location Agreement </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Employee Empl ID Empl Record 0 </div> <div style="margin-top: 10px;"> <p>Job Information</p> <table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 30%;">Job Title</td> <td>Analyst</td> <td style="width: 30%;"></td> <td style="width: 30%;"><input checked="" type="checkbox"/> Position Eligible for Telework</td> </tr> <tr> <td>Position Title</td> <td>Analyst</td> <td></td> <td></td> </tr> <tr> <td>Full/Part Time</td> <td>Full-Time</td> <td></td> <td></td> </tr> <tr> <td>Regular/Temporary</td> <td>Restricted</td> <td>Employee Eligible for Telework?</td> <td>Employee Eligible for Telework</td> </tr> </table> </div> <div style="margin-top: 10px;"> <p>Telework Details</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;"> <input type="text" value="02/19/2024"/> <input type="text" value="02/18/2025"/> </div> <div style="display: flex; align-items: center;"> <input type="text" value="2"/> <input type="checkbox"/> Out of State </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Save Return to Search Notify </div> <div> Add Update/Display Include History </div> </div> </div>		Job Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework	Position Title	Analyst			Full/Part Time	Full-Time			Regular/Temporary	Restricted	Employee Eligible for Telework?	Employee Eligible for Telework
Job Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework														
Position Title	Analyst																
Full/Part Time	Full-Time																
Regular/Temporary	Restricted	Employee Eligible for Telework?	Employee Eligible for Telework														
7.	<p>Click the Add a New Row icon (+) within the Telework Details section.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> *End Date <input type="text" value="02/18/2025"/> <input style="border: 2px solid red; padding: 2px 10px; margin: 0 5px;"/>+ <input style="padding: 2px 10px; margin-left: 5px;"/>- </div>																

Step	Action
------	--------

The **Maintain Teleworkers** page refreshes and a new row displays in the **Telework Details** section.

Telework Status

Employee
Empl ID
Empl Record 0

Job Information

Job Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework
Position Title	Analyst		
Full/Part Time	Full-Time		
Regular/Temporary	Restricted	Employee Eligible for Telework?	Employee Eligible for Telework

Telework Details
 |

 2 of 2 |

*Start Date <input type="text"/> <input type="button" value="📅"/>	*End Date <input type="text"/> <input type="button" value="📅"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Approved Telework Days per Week <input type="text"/>	<input type="checkbox"/> Out of State



When the new row displays, the row count increments by 1.

Telework Details
 |

 2 of 2 |

*Start Date <input type="text"/> <input type="button" value="📅"/>	*End Date <input type="text"/> <input type="button" value="📅"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Approved Telework Days per Week <input type="text"/>	<input type="checkbox"/> Out of State

8. Click the **Start Date Calendar** icon and select the date the employee is approved to begin teleworking as indicated on the new telework agreement. This is required in order to update the telework agreement.

Telework Details
 |

 2 of 2 |

*Start Date 02/19/2025 <input type="button" value="📅"/>	*End Date <input type="text"/> <input type="button" value="📅"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Approved Telework Days per Week <input type="text"/>	<input type="checkbox"/> Out of State

9. Click the **End Date Calendar** icon and select the date the telework agreement will end as indicated on the new telework agreement. This is also required in order to update the telework agreement.

Telework Details
 |

 2 of 2 |

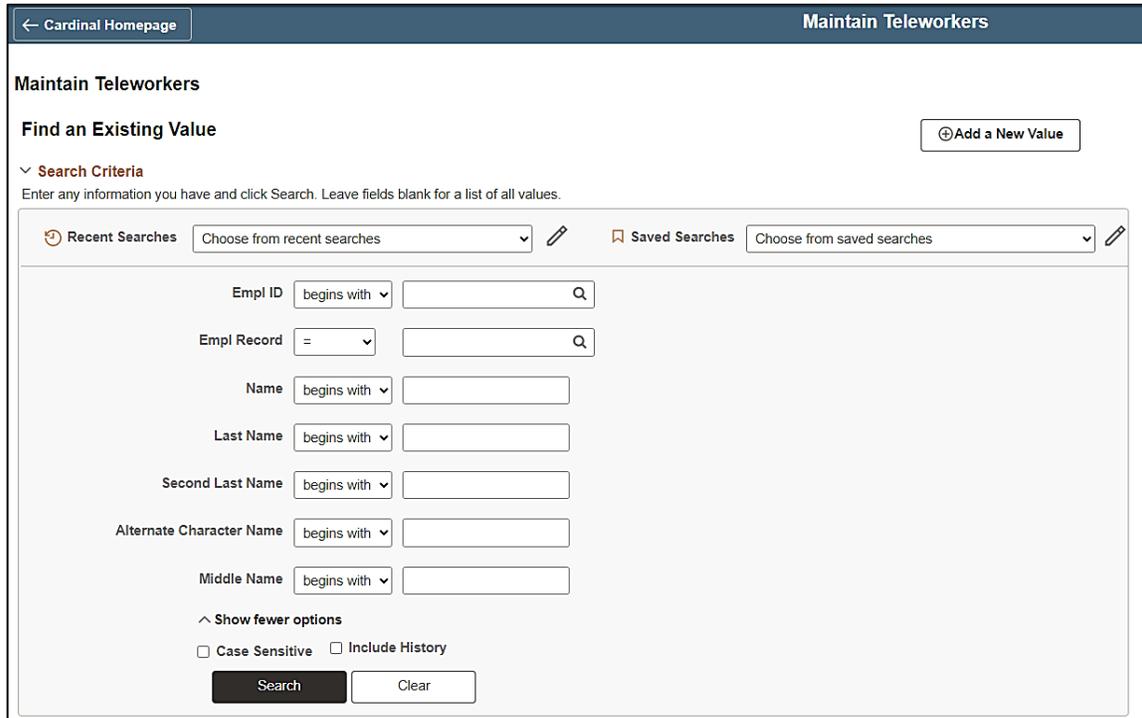
*Start Date 02/19/2025 <input type="button" value="📅"/>	*End Date 02/19/2026 <input type="button" value="📅"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Approved Telework Days per Week <input type="text"/>	<input type="checkbox"/> Out of State

Step	Action
10.	<p>Enter the number of days the employee will be teleworking per week in the Approved Telework Days per Week field as indicated on the agreement. The field only allows values of “1” through “5”. This field must be completed to save the agreement.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Telework Details 2 of 2 View All</p> <p>*Start Date <input type="text" value="02/19/2025"/> <input type="text" value="02/19/2026"/> + -</p> <p>*Approved Telework Days per Week <input style="border: 2px solid red;" type="text" value="3"/> <input type="checkbox"/> Out of State</p> </div>
11.	<p>If the employee has out of state residency and requires a telework agreement, select the Out of State checkbox option. Otherwise, do not select this checkbox option.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Telework Details 2 of 2 View All</p> <p>*Start Date <input type="text" value="02/19/2025"/> <input type="text" value="02/19/2026"/> + -</p> <p>*Approved Telework Days per Week <input type="text" value="3"/> <input style="border: 2px solid red;" type="checkbox"/> Out of State</p> </div>
12.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>

Updating an Employee to Ineligible for Telework

Step	Action
1.	Navigate to the Maintain Telework page using the following path: NavBar > Menu > Workforce Administration > Job Information > Maintain Teleworkers

The **Maintain Teleworkers Find an Existing Value** page displays.



	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> Empl ID begins with ▼ </div>
3.	<p>Click the Include History checkbox.</p> <div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History </div>

Step	Action
4.	Click the Search button. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 20px; background-color: #333; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid #ccc; padding: 5px 20px;">Clear</div> </div> </div>

The **Maintain Teleworkers** page displays (**Telework Status** tab).

Telework Status

Employee
Empl ID
Empl Record 0

Job Information

Job Title	Analyst				
Position Title	Analyst		<input checked="" type="checkbox"/> Position Eligible for Telework		
Full/Part Time	Full-Time				
Regular/Temporary	Restricted	Employee Eligible for Telework?		Employee Eligible for Telework	

Telework Details
 |
 |

*Start Date	<input type="text" value="02/19/2025"/> <input type="button" value="Calendar"/>	*End Date	<input type="text" value="02/19/2026"/> <input type="button" value="Calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Approved Telework Days per Week	<input type="text" value="3"/>	<input type="checkbox"/> Out of State			

5.	Click the End Date Calendar icon and select the date that the employee became ineligible for telework. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Telework Details <input type="text"/> <input type="button" value="1 of 2"/> <input type="button" value="View All"/> </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">*Start Date</td> <td><input type="text" value="02/19/2025"/> <input type="button" value="Calendar"/></td> <td style="width: 30%;">*End Date</td> <td><input style="border: 2px solid red;" type="text" value="02/19/2025"/> <input style="border: 2px solid red;" type="button" value="Calendar"/></td> <td style="width: 10%; text-align: center;"><input type="button" value="+"/></td> <td style="width: 10%; text-align: center;"><input type="button" value="-"/></td> </tr> <tr> <td>*Approved Telework Days per Week</td> <td><input type="text" value="3"/></td> <td colspan="4" style="text-align: right;"><input type="checkbox"/> Out of State</td> </tr> </table> </div> </div>	*Start Date	<input type="text" value="02/19/2025"/> <input type="button" value="Calendar"/>	*End Date	<input style="border: 2px solid red;" type="text" value="02/19/2025"/> <input style="border: 2px solid red;" type="button" value="Calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	*Approved Telework Days per Week	<input type="text" value="3"/>	<input type="checkbox"/> Out of State			
*Start Date	<input type="text" value="02/19/2025"/> <input type="button" value="Calendar"/>	*End Date	<input style="border: 2px solid red;" type="text" value="02/19/2025"/> <input style="border: 2px solid red;" type="button" value="Calendar"/>	<input type="button" value="+"/>	<input type="button" value="-"/>								
*Approved Telework Days per Week	<input type="text" value="3"/>	<input type="checkbox"/> Out of State											

Step	Action
6.	Click the Save button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #0056b3; color: white;">Save</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; color: #0056b3;">Return to Search</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; color: #0056b3;">Notify</div> </div> </div>
7.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Job Information > Job Data
<p>The Job Data Find an Existing Value page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> 🕒 Recent Searches <input type="text" value="Choose from recent searches"/> ✎ </div> <div> 🔖 Saved Searches <input type="text" value="Choose from saved searches"/> ✎ </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; margin-bottom: 5px;"> Empl ID begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; margin-bottom: 5px;"> Empl Record = ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; margin-bottom: 5px;"> Name begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; margin-bottom: 5px;"> Last Name begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; margin-bottom: 5px;"> Second Last Name begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; margin-bottom: 5px;"> Alternate Character Name begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; margin-bottom: 5px;"> Middle Name begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 5px;"> ^ Show fewer options </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <div style="background-color: #333; color: white; padding: 5px 15px; margin-right: 10px;">Search</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Clear</div> </div> </div> </div> </div>	
8.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; align-items: center;"> Empl ID begins with ▼ <input style="width: 100px; border: 2px solid red;" type="text"/> </div> </div>
9.	Click the Include History checkbox. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; text-align: center;"> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History </div>

Step	Action
10.	Click the Search button. <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #333; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 5px 15px;">Clear</div> </div>

The **Job Data** page displays (**Work Location** tab).

Work Location
Job Information
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 0

Work Location Details
1 of 1

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row + -

*Action

Reason

*Job Indicator

Current

Position Number

Analyst

Override Position Data

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

Department Entry Date 07/10/2024

Location CENTR Dept of Labor and Industry

Establishment ID

Dept of Labor and Industry

Date Created 07/29/2024

11.	Click the Add a New Row icon (+) to add a new effective dated row. <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> <p>*Action <input type="text" value="Position Change"/></p> <p>Reason <input type="text" value="Position Data Update"/></p> <p>*Job Indicator <input type="text" value="Primary Job"/></p> </div> <div style="text-align: left;"> <p>Go To Row + -</p> </div> </div>
-----	---

12.	Click the Effective Date Calendar icon and select the date that the employee became ineligible for telework. <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <p>*Effective Date <input style="border: 2px solid red;" type="text" value="02/19/2025"/> </p> </div>
-----	---

13.	Click the Action dropdown button and select “Data Change”. <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <p>*Action <input style="border: 2px solid red;" type="text" value="Data Change"/></p> </div>
-----	---

Step	Action						
14.	Click the Reason dropdown button and select “Data Change”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">*Action</td> <td style="border: 1px solid black; padding: 2px;">Data Change</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>Reason</td> <td style="border: 2px solid red; padding: 2px;">Data Change</td> <td style="text-align: right;">▼</td> </tr> </table> </div>	*Action	Data Change	▼	Reason	Data Change	▼
*Action	Data Change	▼					
Reason	Data Change	▼					
15.	Scroll to the bottom of the page as needed and click the Employment Data link. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Job Data</td> <td style="border: 2px solid red; padding: 2px 10px;">Employment Data</td> <td style="padding: 2px 10px;">Earnings Distribution</td> <td style="padding: 2px 10px;">Benefits Program Participation</td> </tr> </table> </div>	Job Data	Employment Data	Earnings Distribution	Benefits Program Participation		
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation				

The **Employment Information** tab displays

Employment Information

Employee

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	07/10/2024	<input type="checkbox"/> Override
Last Start Date	07/10/2024	First Start Date	07/10/2024	
Termination Date		Years	Months	Days
Org Instance Service Date	07/10/2024	<input type="checkbox"/> Override	↻	0 7 9

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	07/10/2024	First Assignment Start	07/10/2024	
Assignment End Date		Years	Months	Days
Home/Host Classification	Home	<input type="checkbox"/> Override	↻	0 7 9
Company Seniority Date	07/10/2024	<input type="checkbox"/> Override	↻	0 7 9
Benefits Service Date	07/10/2024	<input type="checkbox"/> Override	↻	0 7 9
Seniority Pay Calc Date	07/10/2024		0	7 9
VSDP Sick/PER Leave Effct Date	07/10/2024		0	7 9
Probation Date	<input type="text" value=""/>	Last Verification Date	<input type="text" value=""/>	
Business Title	Analyst			

*Employee Eligible for Telework? Employee Eligible for Telework ▼ Tenure Status/Contract Type ▼

Alternate Leave Plan Alternate Work Schedule

Empl ID

Empl Record 0

16.	Click the Employee Eligible for Telework? dropdown button and select “Employee Inelig for Telework”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">*Employee Eligible for Telework?</td> <td style="border: 2px solid red; padding: 2px;">Employee Inelig for Telework</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>Alternate Leave Plan</td> <td colspan="2" style="text-align: center;"><input checked="" type="checkbox"/> Alternate Work Schedule</td> </tr> </table> </div>	*Employee Eligible for Telework?	Employee Inelig for Telework	▼	Alternate Leave Plan	<input checked="" type="checkbox"/> Alternate Work Schedule	
*Employee Eligible for Telework?	Employee Inelig for Telework	▼					
Alternate Leave Plan	<input checked="" type="checkbox"/> Alternate Work Schedule						
17.	Click the Save button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red; padding: 5px 15px;">Save</td> <td style="padding: 5px 15px;">Return to Search</td> <td style="padding: 5px 15px;">Previous in List</td> <td style="padding: 5px 15px;">Next in List</td> <td style="padding: 5px 15px;">Notify</td> <td style="padding: 5px 15px;">Refresh</td> </tr> </table> </div>	Save	Return to Search	Previous in List	Next in List	Notify	Refresh
Save	Return to Search	Previous in List	Next in List	Notify	Refresh		

Employee Eligible for Telework? Values and Descriptions

Telework Eligibility Status	When to Use
Employee Eligible for Telework	Required when an employee is eligible to telework.
Employee Inelig for Telework	Required if the employee is Not eligible for telework.
Mobile Worker	Select if the employee works a clear majority of their planned schedule in the “field”. A Telework agreement is Not required and cannot be entered.